

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

OL/New Building Project Office
3E 40 Hqs

EXTENSION

NO.

OL 2059-84

DATE

17 MAY 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/OSO

Bill -

I would like to set up a meeting concerning the attached memorandum.

2.

3.

4.

att

5.

6.

DDS&T/Admin
6E 52 Hqs

7.

8.

C/LOG/SS

9.

10.

11.

12.

13.

14.

15.

17 MAY 1984

MEMORANDUM FOR: Chief, Logistics Branch, Support Staff, OSO

FROM:

New Building Project Office, OL

STAT

SUBJECT: Special Space
Response to 3 March 1984 Memorandum Requesting
Additional Special Space

1. The following is in response to OSO's new request for additional special space area within the new building.

2. Memorandum OSO-1138-83 states OSO's response to our request of FY-87 Special Space requirements. OSO/GSG/SAD was the only area needing an additional 2,000 square feet, and "All other OSO special purpose space requirements remain as originally submitted."

3. Later, on 8 December 1983, a meeting was held with you to review OSO's space requirements--office space as well as special space. In the memorandum for the record, it states that the only special space left off of the computer run was the need for LOG storage space of 150 square feet, a loading dock area, of 1,000 square feet, and a pouching area with size to be determined.

4. The latest memorandum from OSO is now requesting an additional 7,150 square feet. Since the original OSO figures for FY-87 of special space were the figures used to program the space requirements for the new building, we cannot guarantee that these additional requirements work will be accommodated.

5. Please respond to the following questions concerning these additional space requirements:

a. Library Space Requested:

O DIR/C&PS - 120 sq ft Law Library
OG/AOD - 500 sq ft Ops Library
EMG/ISMB - 250 sq ft Ops Library
EMG/SWCD - 200 sq ft Tech Library
GSG/GSD - 150 sq ft Tech Library

We are assuming that once the offices are all located on the Headquarters Compound that the OCR Library Facility will support your needs.

- b. Under EMG/LOGS, a 300 sq ft File Room was requested. Is there a need to have a separate room for these files? A 150 sq ft Interview Room was also requested. The Office of Security will have two interview rooms located off of the main reception of the new building. These interview rooms can be used by all offices.

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c. Equipment Storage Room space was requested as follows:

EMG/CSS - 400 sq ft room
 EMG/LOG - 600 sq ft room
 OG/LCS - 80 sq ft room
 TCG/TOD - 800 sq ft room

This is a total of 1,880 square feet of equipment storage. Is this in addition to the 1,000 square feet previously requested or in place of?

d. WANG Rooms were requested as follows:

EMG/ISMB - 900 sq ft
 TCG/APD - 100 sq ft
 GSG/GSD - 150 sq ft

Space for the WANG areas are not being handled as a separate line item. This space has been incorporated in the square foot per grade figures.

e. Under EMG/ISMB, a 1,000 square foot Classroom/Storage Room was requested.

What type of training will you be giving? Will it house any equipment? How much of the total is dedicated to the storage room?

f. Under EMG/ISMB and GSG/SWCD, it would seem to me that there would be some workstations within the drafting area, situation room, and the pouching area. Please verify.

g. Under GSG/GSD, there is a machine room listed. What type of machines will be housed within this space? Are there any special mechanical or electrical requirements?



STAT

cc: EO/OSO



S&T/Admin

STAT

OL/NBPO/ (07 May 84)

RETYPED: OL/NBPO:il (15 May 84)

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